

Notice of reference by an authority

For references relating to the validity of a purchase order or a blight counter-notice please use Form BNORef.

For references relating to absent owners please use Form AO.

For references made by a claimant please use Form Ref (Claimant).

Compensating/Acquiring/Respondent Authority

(If the authority is not represented all communications from the Tribunal and claimant(s) regarding this application will be sent or delivered to this address)

Name

Address
(including
postcode)

Telephone

Fax (if not
represented)

Email
(optional)

Authority's representative/ address for service of documents

(If this section is completed all communications from the Tribunal and claimant(s) regarding this application will be sent or delivered to the representative)

Name

Address
(including
postcode)

Telephone

Fax

DX

Email (optional)

Claimant(s)

Name

Address
(including
postcode)

Telephone (if
known)

Claimant's(s') representative (if known)

Name

Address
(including
postcode)

Telephone

Land or property to which the reference relates

Description (dwelling house, shop,
vacant land, etc)

Approximate area (if relevant)

Postal address of location

The Claim

*Statutory provision or agreement:

(The section and statute giving right to refer the matter to the Tribunal or, for references by consent, the agreement under which the reference is made.)

*This is a:

- claim for compensation following a compulsory purchase
- other claim for land compensation
- appeal against a certificate of appropriate alternative development
- reference by consent (briefly indicate nature of dispute)

☐
☐
☐
☐

*If compensation is claimed for compulsory purchase, has the acquiring authority entered upon the land or possession been given to the authority? Yes ☐ No ☐

If yes, on what date?

*Nature of Claimant's(s') interest, if known
(freehold, leasehold, business tenancy etc.)

*Details of every other person with an interest in the land, if any, if known. *(attach list if needed)*

Name

Address (including
postcode)

Nature of interest

*Approximate amount of the claim:
(The approximate value you place on the claim)

£

Issue(s) to be determined

You must attach a statement of the matter on which you seek the determination of the Tribunal and a summary of the reasons for seeking that determination.

Hearing arrangements

1. We intend to call an expert witness: Yes ☐ No ☐ Unsure ☐

2. We wish to call more than one expert witness: Yes ☐ No ☐ Unsure ☐

(If the claim relates to mineral valuations or business disturbance you may call two expert witnesses. In any other case, permission from the Tribunal will be required to call more than one expert witness)

3. We have read the attached guidance and request the:

- | | |
|---|---|
| A. Standard procedure <input type="checkbox"/> | C. Simplified procedure <input type="checkbox"/> |
| B. Special procedure <input type="checkbox"/> | D. Written representation procedure <input type="checkbox"/> |

If B, C or D we consider this procedure suitable because:

Declaration, signature and date

We refer this dispute to the Tribunal for decision and accept responsibility for the conduct of the case and the payment of fees.

Signed _____ Date _____

Name _____

Status _____

Checklist for enclosures

We have enclosed with this notice:

- Additional copies of this notice (*for service upon the claimant(s)*) Yes ☐ No ☐
- A copy of the:

Notice to Treat	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Notice of Entry	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Notice of Claim	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Compulsory Purchase Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
General Vesting Declaration	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Agreement under which this reference is made	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
The Certificate of Appropriate Alternative Development	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Statement of the issues to be determined by the Tribunal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Fees

We have also enclosed a cheque payable to 'HM Courts & Tribunals Service' (**not** the Lands Chamber) for:

- The reference filing fee of £275 Yes ☐ No ☐

Where to send or deliver the documents

The Registrar
Upper Tribunal (Lands Chamber)
5th Floor
Rolls Building
7 Rolls Building
Fetter Lane
London
EC4A 1NL

DX: 160042 Strand 4

Tel: 020 7612 9710
Fax: 0870 761 7751

Case management procedures note

A step by step summary of our procedures is available in the procedure flowchart for references, which may be viewed online at our website or requested from the Lands Chamber office. The tribunal fees, such as the hearing fee, are payable in all cases.

You may apply for a change in procedure during the course of proceedings by setting out your reasons, confirming that you have given notice to all other parties and paying the £110 fee for an interlocutory application. At any time a Registrar or the Judge or Member to whom the case has been allocated, may direct that it should be assigned to one of the other procedures. All submissions from the parties will be taken into account in deciding which procedure should apply.

Simplified procedure

In certain small, simple or straightforward cases, time and costs may be saved by use of the simplified procedure. This procedure is for the speedy and economical determination of cases in which there is no substantial issue of law or valuation practice and no substantial conflict of fact is likely to arise. It is often suitable where the amount at stake is small. The appeal goes to a hearing as quickly as possible and with the minimum of formality and cost. The consent of the claimant, appellant or applicant will usually be required before a case is allocated to the simplified procedure.

In most cases a date for the hearing, normally about three months ahead, will be fixed immediately. The parties may be required to file statements of case. Not later than one month before the hearing, the parties must exchange copies of all other documents, such as witness statements, on which they intend to rely except their experts' report, if any, which must be exchanged not later than 14 days before the hearing. The hearing is informal and strict rules of evidence do not apply. It will almost always be completed in a single day. A surveyor may act both as advocate and as expert witness. Except in compensation cases, to which particular statutory provisions on costs apply, an award of costs is made only in exceptional circumstances. The usual tribunal fees, such as the hearing fee, are payable.

Written representations procedure

The Tribunal may order that the proceedings be determined without an oral hearing but will not usually do so without the consent of the parties to the proceedings. An order will only be made if the Tribunal, having considered the issues in the case and the desirability of minimising costs, decides that oral evidence and argument can properly be dispensed with. Directions will be given to the parties for the filing of representations and documents. If necessary, the Judge or Member allocated to the case will seek to carry out a site inspection before giving a written decision.

Special procedure

The special procedure is for cases requiring case management by a Judge or Member in view of their complexity, the amount in issue or wider importance. Under the special procedure an early case-management hearing is held for appropriate directions to be given for the fair, expeditious and economical conduct of the proceedings. Where appropriate a date for the final hearing is fixed at the case-management hearing and the steps which the parties are required to take, and any further case-management hearings, are timetabled by reference to this date.

Each party needs to consider whether it is appropriate to make application for the determination of a preliminary issue and for permission to call more than the permitted number of expert witnesses

and identify, and where necessary make application for, any other order that it wishes the Tribunal to make at the case-management hearing. The parties must seek to agree the terms of any order that they wish the Tribunal to make. Not less than seven days before a case-management hearing the parties must file an agreed position statement summarising the subject-matter of the case and, to the extent that it is possible to do so at that stage, the issues. They must also state the areas of expertise of each expert witness that they propose to rely on and the general scope of their evidence.

Standard procedure

The standard procedure is used in cases where a hearing is necessary and the issues of fact, law or valuation are too complex for the simplified procedure but not so complex or of general importance so as to require the special procedure.

Under the standard procedure case management is in the hands of the Registrars who will give such directions as appear to be necessary. Directions given may, as appropriate, use elements of the special procedure (for example, timetabling through to the hearing date) or the simplified procedure. A Registrar will hold a case-management hearing should it appear appropriate to do so. If they wish to do so the parties may seek to agree appropriate directions for the conduct of the proceedings and may make an application to the Registrar for those directions by consent or on notice. The interlocutory application fee is payable.

All cases

If you are unable to comply with a direction that has been given during the course of proceedings you must make an application promptly for a stay of proceedings, for an extension of time or for other variation of the direction(s). You should seek the prior agreement of the other parties. To make an application you must set out your reasons, confirm that you have given notice of the application to all other parties and enclose the fee for an interlocutory application. The fee is set out in the Tribunal's Fees Order, which may be viewed on line, it is £110. Please note that all cheques must be made payable to 'HM Courts & Tribunals Service' (not to the Lands Chamber).

ADR/ Mediation

The Tribunal supports the resolution of disputes by consent by the parties. Information about mediation services offered directly to Tribunal users is available on our website or may be requested from the Tribunal office. See the Practice Directions for information about staying the proceedings.

More information

If you have access to the internet please visit our website where you will find further information about proceedings in the Tribunal. If you do not have internet access you may call or write to us to request a copy of any of these documents. This includes:

1. The Rules and the Practice Directions that govern our procedures;
2. The Order that sets the fees for stages in the proceedings and for applications;
3. The Procedure Flowcharts that show the steps in the proceedings; and
4. The Explanatory Leaflet that provides an overview of the cases the Tribunal deals with and other information.